



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Fire Department Mechanic

Exempt (Y/N): No	DEPARTMENT: Fire Department
DATE PREPARED: July, 2012	SUPERVISOR: Division Chief

SUMMARY

The incumbent is responsible to keep all emergency vehicles in running order. Performs general and special repair to fire department vehicles and equipment as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Review the work request list and schedule work as indicated.
2. Check to see what equipment needs work.
3. Ensure adequate stock of parts to keep equipment in good working orders and stock parts shelf accordingly.
4. Clean shop at end of each week.
5. Perform key maintenance of all types, service calls and repairs to emergency vehicles.
6. Check to maintenance products, purchase supplies and parts as needed.
7. Track vehicle operating cost and service ability.
8. Perform other duties as required or assigned.

Budget Responsibility: \$ 80,000 Annual dollars
Facilities and Equipment Responsibility: \$ 80,000 Total value

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and seven years of related experience and/or training; or equivalent combination of education and experience. And minimum of 12-18 months of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License, ASE Auto Diesel Certified, ASE Brake Certified, ASE HD Brakes Certified, ASE Diesel Engine Certified, AMB Performance and Maintenance Certification, EVT Fire Truck Design Certification, EVT Ambulance Electric Certification, EVT Aerial Certification, EVT Heater, A/C Certification, ASE Heating and A/C Certification and CDL.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with vendors and outside representatives.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, engine scanner, battery and charging analyzer, A/C recovery machine, hand and air tools, volt meters and other related equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.